



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

July 20, 2007 Sacramento, California

	Member	Department	Representing	Present	Absent	Term Exp
1.	Boomgaarden, Marc	Yuba City FD	League of California Cities	X		12/31/08
2.	Childress, Dennis	Orange County FA	SoCal Training Officers		X	12/31/08
3.	Coffman, Dan	CSU Los Angeles	CA Fire Tech Directors	X		12/31/07
4.	Coleman, Ronny		Chair	X		---
5.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/08
6.	Olson, Kevin	CAL FIRE	CDF		X	12/31/07
7.	Martin, Bruce	Fremont FD	CFCA		X	12/31/08
8.	Rayon, Howard	Santee	CSFA		X	12/31/07
9.	Romer, Mark	Roseville FD	NorCal Training Officers		X	12/31/07
10.	Rooney, Hal	Santa Clara County FD	FDAC	X		12/31/07
11.	Gallinatti, Tom	San Jose FD	Metro Chiefs		X	12/31/08
12.	Senior, David	Allan Hancock College	CA Fire Tech Directors	X		12/31/08
13.	Thomas, Rich	Newport Beach FD	CPF	X		12/31/08
14.	Wagner, Ken	Roseville FD	CFCA and Vice-chair	X		12/31/07
15.	Zagaris, Kim	OES Fire & Rescue	OES Fire & Rescue	X		12/31/07
	Alternate	Department	Representing	Present	Absent	Term
1.	Amaral, Brad		NorCal Training Officers		X	12/31/07
2.	Hurley, Charley	OES Fire & Rescue	OES Fire & Rescue		X	12/31/07
3.	Jennings, Mike	Murrieta FD	SoCal Training Officers		X	12/31/08
4.	Myers, Ron	North Co. Fire Authority	League of California Cities		X	12/31/08
	Staff	Department	Position			
	Hamilton, Alicia	OSFM - State Fire Training	Training Specialist	X		
	Owen, Christy	OSFM - State Fire Training	Staff Services Manager	X		
	Pineau, Susan	OSFM - State Fire Training	Management Services Technician	X		
	Richwine, Mike	OSFM - State Fire Training	Chief	X		
	Rodriguez, Ramiro	OSFM - State Fire Training	Deputy State Fire Marshal	X		
	Slaughter, Rodney	OSFM - State Fire Training	Deputy State Fire Marshal	X		
	Guests	Department	Representing			
	Jim Connors	City College of San Francisco				
	Bill Long	City College of San Francisco				

I. Call to Order

Meeting was called to order at 9:10 a.m. by Chair Ronny Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum was established.

III. Approval of Agenda

M. Jennings moved to accept. D. Senior second.

Action: *The motion carried unanimously*

IV. Approval of Minutes

Issue: **Approval of the January 19, 2007 minutes.**

Discussion: None

MOTION: D. Childress moved to approve. M. Jennings second.

Action: *The motion carried unanimously*

V. Consent Calendar (Explanation of Concept)

Issue: **No items requested**

Discussion:

MOTION: None

Action: *None*

VI. Old Business

1. Fire Service in Ghana

Issue: **Update of R. Coleman's trip to Ghana**

Discussion: R. Coleman made a brief presentation on his recent trip to Ghana. He is putting together a shipment of used fire fighter equipment and asked that if anyone had anything they would like to contribute, they contact him.

MOTION: *None*

Action: *Information Only*

2. Update on California-Nevada Training Summit

Issue: **Not enough information on courses**

Discussion: M. Richwine stated that in May, he met with Dennis Pinkerton in South Lake Tahoe hosted by South Lake Tahoe Fire Chief Gigliotti. We provided necessary information on our courses to Nevada Fire Marshal Officials. They will go back and review, and a meeting will be scheduled to discuss further.

MOTION: *None*

Action: *Information Only*

3. Update on Quality Assurance Program

Issue: **Challenges Faced**

Discussion: C. Owen gave an update on issues that SFT is facing in developing a Quality Improvement Program. The challenges we are facing are in the state procurement system. We are planning to meet with our contract staff, who until recently have been impacted by the end of the fiscal year closing. The process is currently underway.

MOTION: *None*

Action: *Information Only*

4. Follow up from last meeting

Issue: **ICS Training within the Fire Fighter, Fire Officer, and Chief Officer Certifications**

Discussion: M. Jennings asked if there was a motion to lower the standards for Fire Officer and Chief Officer. It was in discussion.

MOTION: *M. Jennings moved to leave ICS requirements the same for Fire Officer and Chief Officer, CTS that goes with it. K. Zagaris seconded.*

Action: *The motion carried unanimously*

5. Report on Trip to the Oregon Department of Public Safety – Standards and Training

Issue: **Update to training**

Discussion: M. Richwine gave an update on the trip to Oregon. M. Richwine and C. Owen met with Eriks Gablicks from the Department of Public Safety – Standards and Training. Their new facility has the Department of Corrections, State Police, and State Fire & Training Standards all co-located. They are a lot of progressive things especially with their data management system. The instructors and students can go on-line and view their own training records. They have moved away from using Social Security numbers. The Department of Public Safety is using fire ID numbers instead. They place a lot of responsibility on the local fire departments, including updates to the data system. Overall we were impressed with their organization and felt the trip was valuable. R. Coleman made a recommendation to consider trips to Arizona and Utah next.

MOTION: *None*

Action: *Information Only*

6. Presentation from City College of San Francisco

Issue: Accreditation

Discussion: M. Richwine, A Cota, and R. Slaughter conducted a site visit. The site team members were able to take a look at the self assessment report in advance so that they could ask questions when City College of San Francisco (CCSF) arrived. Bill Long and Jim Connors represented the CCSF and put together a Power Point presentation of the facilities. Bill Long started the presentation discussing the history of the CCSF. They started to put together the idea of City College becoming an Accredited Academy. Jim Connors spoke about the campus and showed pictures of the facilities.

MOTION: *R. Slaughter recommended a course of action to ask STEAC members to approve and recommend to SFM that accreditation be granted. D. Senior made the motion. K. Zigaris seconded the motion.*

Action: *The motion was carried unanimously. STEAC will write a memo to Kate Dargan regarding the Accreditation of CCSF.*

7. Review of Reaccreditation Schedule

Issue: STEAC members needed for site inspections

Discussion: R. Slaughter included a handout in the packet. CCSF will be first on the list for a visit. The second one will be Antelope Valley College. He is asking STEAC members to look at the schedule and compare their calendars so that they can assist in the visits. Site inspections are estimated to take 1.5 days, for a new application one day for reaccreditation. We cannot charge more than \$2,000, but all travel expenses are provided through the college. H. Rooney reported on the benefit of attending the CCSF inspection as it allowed him to look at things from the perspective of an evaluator and as a student. He felt Art Cota was a great benefit to the team and is impressed with the whole process. October 3, 2007 has been locked in for Los Medanos College. R. Coleman recommended that each STEAC member attend at least one inspection. Academies that applied for reaccreditation before the change in P&P will fall under the previous rules. R. Coleman volunteered to go to Siskiyou and Modesto for site inspections. H. Rooney volunteered to go to Fremont and Los Medanos College, and D. Senior volunteered for Sierra College. M. Jennings requested an updated list of submissions to be sent to her.

MOTION: None

Action: *Review updated schedule and contact R. Slaughter to volunteer for site inspections.*

8. Rescue Systems

Issue: Update re: Curricula

Discussion: R. Slaughter reported that there are a couple of outstanding items. The Low Angle Rope Rescue (LARR) courses are completed. Three rollout classes for LARR have been delivered. Rescue Systems 1 has graphic issues that are being resolved. Rescue Systems 2 have graphic and formatting issues. Confined Space Rescue is going to have a 2-day meeting next month. We are still waiting for CMC (the publisher) to complete the text. Trench Rescue will be presenting a draft document at the end of this month for review. They are working diligently on completing the draft. Discussion took place on whether or not too much time is being given to the workgroups to complete the updates. It was noted that of ten times the same individuals volunteer for the workgroups in different subject areas and by decreasing the time allowed, we risk burnout on the part of the volunteers. M. Richwine noted that the approach of appointing

MOTION: None

Action: *None*

9. Presentation re: Fire Officer and Chief Officer CTS

Issue: Revision of Fire Officer and Chief Officer CTS

Discussion: It was determined that the majority of committee members did not receive the electronic copies of the CTS documents via e-mail for advance review. A. Hamilton: there were very few changes to the Fire Officer CTS which was presented to the committee at the April meeting; however, there are substantial changes to the Chief Officer CTS and it should be reviewed carefully. At this time, only the CTS work group has reviewed the document. R. Coleman proposed that the committee review the Fire Officer CTS within the next two weeks and forward any suggestions for revision to A. Hamilton. M. Jennings and A. Hamilton reiterated that the Chief Officer CTS should be reviewed closely. It was done by the work group in one, well-directed session. It is based on NFPA standards. Motion is to take the Chief Officer CTS and give it to the individuals doing the curriculum revisions for the educational resources round table to look at regarding course development. They make recommendations to STEAC before the CTS is adopted. STEAC members can also make recommendations and suggestions until September 15, 2007. Vote for adoption would take place at the STEAC meeting on October 19, 2007. D. Childress asked if there could be updates of pdf's to be posted to the website as comments have been incorporate with an email to the members. M. Richwine would like to thank the workgroup, B. Vandevort's leadership, A. Hamilton's hardwork in compiling this. For the minutes.

MOTION: *K. Zagaris made a two-part motion Part one: moved to schedule a conference call in two weeks for the review of the Fire Officer CTS seeking final approval. Part two: provide the Chief Officer CTS to the individuals doing the curriculum revisions for the Education Resources Roundtable to review for course development. They will then make a recommendation to STEAC before the CS is adopted. STEAC members are also to make recommendations until September 15, 2007 with the vote for adoption taking place at the next STEAC meeting on October 19, 2007.*

Action: *Motion was carried unanimously.*

10. Update on On-Line Delivery Beta Test

Issue: **update**

Discussion: D. Senior stated that all three of the Management courses have been delivered and completed. The students are going through the evaluation process. I-300 is not going to be released to teach on line. Fire Investigation is not going to be offered until the Spring semester. There were 54 students that took Management 1A. They were split between three different classes. The long term goal is to improve the process, and bring this back to STEAC so that it can be adopted across the state. This will give the students an option to do a hybrid class. The standard is 20 people in a class. The class can be taught with fewer students. M. Richwine: reported that he who expressed concerns over where we're going with on-line delivery received calls from the Pasadena Fire Chief. The questions were sent to D, Senior. The two Fire Prevention classes are 100 percent on-line. R. Coleman suggested that he, M. Richwine, and D. Senior get together and work on a frequently asked questions list to answer common concerns.

MOTION: *None*

Action: *None*

11. Beta Test Fire Management Series

Issue:

Discussion: R. Coleman: We have now submitted a letter to the Management instructors, telling them that we are going to do the Beta Test for the Management Series. They have been authorized to use the new text.

MOTION: *None*

Action: *Information only*

12. Proposed up date for Fire Command Series

Issue: **Fire Command Series**

Discussion: R. Coleman reported that work on the Fire Command Series has not yet begun. Dennis Childress is the only person to volunteer so far. He would like three more people to help him in this series. M. Richwine said that Frank Dixon expressed interest. Tom Brennan was also mentioned as a possible participant.

MOTION: *None*

Action: *None*

13. Correspondence

Issue: Communications received by STEAC Chair

Discussion: M. Richwine highlighted the Kudos. He expressed thanks to C. Owen for her leadership since she has been here in January. She has been dealing with a number of issues. It is very pleasurable to receive letters from the public thanking our staff for their hard work. He appreciates the STEAC Committee continues to communicate that SFT is trying to make a positive difference.

VII. New Business

1. Fire Control 3 Workgroup

Issue: *Where are we at with the program?*

Discussion: K. Vollenweider: Draft Position Task Book was put together approximately a year ago and presented it to STEAC. STEAC had reviewed it and has the docs under consideration. We had had some issues with SFT's perspectives as to where we are at with the Fire Control 3 program. There were many people that did not have a chance to review it. Nobody that we spoke to was familiar with the Draft Position Task Book that was presented to STEAC. It turns out that there was very little participation from the Fire Control 3 instructors both primary and senior instructors. It was requested that a work group be put together to do a review. The work group did meet and the draft position task book was reviewed. There was a great deal of difference in the delivery of training. This was between Northern and Southern CA. There were only 50 percent of the people that were able to meet at the second meeting because of fire assignments. The work group will set more meetings and is confident that by October, there will be a new draft task book for a primary and senior level. There will be one task book for each position and one for senior instructors. D. Childress states that this is long time in coming. K. Zagaris mentioned that we should take the product and move forward. We can make adjustments along the way. D. Childress wanted to find out if the senior instructor had to attend the entire class in the past. Does the senior have to be at every event? K. Vollenweider: Yes the senior instructor has to be at every event. The primary instructor can take part of the responsibility off of the senior instructors by taking over some of the responsibilities. R. Colman We can not afford to have things staggering along for the next couple of years, so deadlines must be set and met. NFPA 1403 standards are being met. M. Jennings asked how many classes

per year we conduct. M. Jennings wants to know around how many we do. K. Vollenweider: Ballpark is around 35 to 40. Board motion: Senior motion to distribute safety alert to fire service of the existence of FC 3, proposed changes and the suggestion that the standards be used. Note an existence of 1403 standard. Send to Stakeholders as well. Motion was carried unanimously.

2. Delay of Fee Increase

Issue:

Discussion: C. Owen: The notice of fee increase memo is posted on the website under forms and information which is included in the package. It was in our best interest to delay the fee increase from July 1, 2007 to January 1, 2008. The biggest reason was that we began receiving complaints immediately. Some of the Community Colleges had already published the course catalogs with the old rate printed and they did not believe that our fee increase was going to be a final product. There was no way they were going to be able to incorporate the new fees for their catalogs. In October, we will send another notification out in writing to all of our STEAC holders to notify them again so that there is no confusion on the next go around.

MOTION: *None*

Action: *None*

3. Improving Communication Network within the Fire Service

Issue: How can we improve the communication?

Discussion: Everyone around the table is a representative of an organization. How can we improve the channel of communication between STEAC and the fire services? First is to get credibility second is get everyone engaged. M. Boomgaarden: Sometimes we sit around the table and we rely on others to send out the message because some of our groups overlap. H. Rooney use to publish minutes and assumed that it was being distributed. It was not working well for him. He is appreciative that the SFM puts the STEAC minutes and 20/20 on the website. D. Childress: when he is teaching the ethics class, about 90 percent of the students have no idea what SFT is all about. They do not know the size of the office or anything. R. Colman: need to ensure that all organization websites are linked to SFT website. R. Slaughter stated that he has invited a group of people from Oakland to visit this office as “kind of” an outreach. Once they had a chance to walk through our office their jaws drop. There are only 12 to 14 people working here. M. Richwine has invited LA County and R. Slaughter invited Oakland FD. R. Colman would like to make a point about communication has to go both bottom up and top down. It has to flow both directions. Christy and R. Colman have problems on what we want to put on the Agenda. Christy had one response when she sent out an email asking for

what to include on the agenda. We would like an RSVP for the meeting and a response for the agenda. R. Colman would like the minutes to reflect the fact that I think that one of our biggest challenges is overcoming information overload and figuring out a better way to distribute information so that the largest number of potential people have access to the information.

MOTION: *None*

Action: *None*

4. Proposal of Policy Statement to Manage Complaints

Issue:

Discussion: R. Colman: Standard policy is when anyone calls will be, who are you, what organization do you belong to and what is your problem? When they tell me who they are and where they are from I tell them that your representative on that committee is so and so. I ask if they can call and talk to the representative first. We are not trying to stop complaints at all. We are trying to identify the validity.

5. Good of the order

M. Richwine has met with ICC finalizing the curriculum for the CTC courses, CA Fire Code to CA Bldg code. These are one day courses 6 hours long. Classes will start September through February. There are approximately 30 classes throughout the state. Steve Hart is the point person on the Fire Marshal CTS update. They met in June and will meet next month to update the standards for the Fire Marshal series. We will have to then focus on updating the Fire Prevention curriculum.

6. Staff Introduction

Discussion: Ramiro Rodriguez was introduced as the new Deputy State Fire Marshal of Southern California.

IX. Announcements

X. Items not on the Agenda

MOTION: *None (not an agenda item)*

Action: None

XI. Roundtable

None

XII. Future Meeting Date

Office of the State Fire Marshal

Sacramento

1131 S Street

Sacramento, CA 95814

Future STEAC meeting date: Friday, October 19, 2007

XII. Adjournment

The meeting was adjourned by R. Coleman at 1:15pm